



## **700.19 School Crossing Guard**

Number Series: 700 - Specialized Unit  
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### **POLICY**

Sheriff's Office employees operating as a School Crossing Guard shall perform all duties in a professional manner.

### **PROCEDURE**

- A. Crossing Guard locations are established by the Sheriff's Office upon the receipt of request from the Hendry County School Board.
- B. All Crossing Guard sites are surveyed in cooperation with School Officials to determine the following:
  - 1. Number and age of children utilizing the Crossing site.
  - 2. Most heavily used pedestrian routes to the affected School.
  - 3. Traffic light-stopping distances.
  - 4. Traffic volume and speed.
  - 5. Use of existing traffic control devices.
- C. Selection Criteria
  - 1. School Crossing Guards shall be hired by the Hendry County Sheriff's Office as part-time employees specifically for Crossing Guard functions. The agency selection process shall be the same as the civilian hiring process. The following is Agency criteria in selection of School Crossing Guards:
    - a. Must be at least 18 years of age
    - b. Must possess the ability to read and write at a level necessary to understand the written Rules & Regulations and Standard Operating Procedures that the Hendry County Sheriff's Office operates under.
    - c. Must possess the physical ability to perform the job duties and tasks satisfactorily, after proper-documented training.
    - d. Must be able to work well with children.
    - e. Applicants cannot be convicted of any felony crimes or of a misdemeanor involving moral turpitude.
    - f. All applicants must be in good health.
    - g. The School Crossing Guard is considered a part-time employee, therefore, is not entitled to any benefits. Due to this status, if a School Crossing Guard cannot report for duty, wages will be subtracted from their salary for their absence and a "substitute" will be called in for their shift.

- h. A School Crossing Guard shall be present at his/her post of duty at a time specified by the Sheriff's Office in conjunction with the Hendry County School Board.
- i. School Crossing Guards are not law enforcement officers. They are part-time, temporary members employed for the performance of specific duties. School Crossing Guards are not permitted to carry weapons of any kind.
- j. School Crossing Guards have no arrest powers and shall not attempt to apprehend law violators.
- k. Unexcused lateness or absence from an assigned post imperils the safety of children and must be treated as a serious violation of Rules & Regulations.
- l. If a School Crossing Guard is late or will be absent from work, they shall at minimum, 2 hours prior to their "on-duty" time, contact the affected District Supervisor. The District Supervisor will call the Shift Supervisor who will make arrangements to have the School Zone covered.
- m. Failure to notify the District Supervisor of an inability to report for duty on an assigned post shall be cause for disciplinary action.
- n. Applicant must be of average intelligence
- o. Applicant must have mental alertness
- p. Applicant must have a neat appearance
- q. Applicant must have good character
- r. Applicant must have a sense of responsibility for the safety of students.

#### **D. Uniforms**

- 1. School Crossing Guards shall be issued the following uniforms:
  - a. Five (5) white shirts.
  - b. Five (5) pair of black trousers.
  - c. One (1) raincoat.
  - d. One (1) traffic-vest with reflective band.
  - e. One (1) ball cap.
  - f. One (1) pair brilliant gloves.
  - g. Hand-held "STOP" sign.
- 2. School Crossing Guards shall wear only the prescribed uniform that is supplied by the Sheriff's Office while on duty.
- 3. The uniform will only be worn to and from and while attending the assigned post in the performance of duties.
- 4. The wearing of the uniform or any part thereof is prohibited for personal use (shopping, appointments, personal errands, etc.)
- 5. All uniforms/equipment will be well maintained in an effort to present a clean, professional appearance.
- 6. The uniform will be distinctly different from sworn members

#### **E. Training**

- 1. An appointed Supervisor will conduct the certification course which is sanctioned by the Florida Department of Transportation Safety Office as well as the annual retraining. The course will consist of three parts, Classroom instruction, Practical training, and Supervised duty. The course shall include the following:
- 2. A detailed explanation of Sheriff's Office Rules & Regulations pertaining to School Crossing Guards.

3. Duties of the position including prohibited law enforcement actions.
4. Proper techniques for displaying and using hand traffic signals.
5. Proper wearing of uniform.

**F. Assignment**

1. Each School Crossing Guard shall be familiar with his/her assigned post, including:
  - a. The location and purpose of street and traffic signs (such as School and Stop signs) within his/her assigned area. If such signs are missing from their proper location or damaged in any way, he/she shall report the discrepancy after his/her tour of duty to a Patrol Supervisor. The Patrol Supervisor shall initiate an Incident Report and forward the information to the appropriate State/County facility for rectification.
  - b. Traffic flow patterns at the post.
  - c. Special hazards, if any, at the location.

**G. Other Special Instructions**

1. School Crossing Guards will cross children only when the traffic is clear, taking advantage of lapses in the flow of traffic, unless such traffic is so congested that crossing of children is impossible without stopping traffic.
2. When School Crossing Guards open the way for school children wishing to cross the zone, they shall:
  - a. Assemble children wishing to cross on the sidewalk or shoulder of the road behind the School Crossing Guard or School Patrol.
  - b. Wait for a sufficient break in moving traffic, and then walk briskly to the center of the road and hold their arms in "STOP" position, giving a clear and definite signal with the hands well above the shoulders.
  - c. When all traffic is stopped, or when the road is clear of vehicles, signal the children to cross. School Crossing Guards will instruct the children to walk, not run, when they cross the street. Bicycles will be walked across all streets/thoroughfares.
  - d. When the children are safely across the roadway, the School Crossing Guard can then signal the vehicles to proceed, while resuming the original position on the sidewalk or shoulder of the road.
3. The School Crossing Guard will place and remove all temporary traffic-cones and signage, if used, before and after a tour of duty.
4. School Crossing Guards are members of the Florida Retirement System.
5. These policies and procedures shall be reviewed from time to time by School Crossing Guards and Supervisors to ensure familiarity with the expected duties and responsibilities.
6. If the assigned School Crossing Guard is not on post or is off on scheduled leave, the School Crossing Guard will, prior to the absence, notify the Patrol Supervisor on duty who shall post a Deputy to work the zone.
  - a. School Resource Officers (SRO's) should be used to cover School Crossing Zones if personnel allocation in moving a Patrol Deputy to the Zone would leave enforcement levels short.

**H. Traffic Enforcement (Uniform Road Patrol/Certified Law Enforcement Office)**

1. All Supervisors will insure that Patrol Deputies make constant checks of School Crossing Guards during their tour of duty.

2. If there are any specific traffic problems, i.e., excessive speeders, etc., the School Crossing Guard shall make the Patrol Deputy aware of the problem, time of occurrence, etc.
  3. School Crossing Guards are prohibited from attempts to enforce traffic laws and/or any other law enforcement action while in performance of their duties. Their limited authority does not extend beyond the location of the School Crossing to which they are assigned.
- I. Authority and Responsibility
1. School Crossing Guards are not Law Enforcement Deputies, have no arrest powers, and will not attempt to apprehend law violators. School Crossing Guards will not be permitted to carry weapons of any kind.
  2. School Crossing Guards shall be responsible for the following:
    - a. Ensure the safe crossing of streets and intersections by children on the way to and from school.
    - b. Instruct children in the safe crossing of busy streets and intersections.
    - c. Record license numbers and report violators of school speed zones.
    - d. Respond to questions and inquiries from the public.
    - e. Report traffic crashes and violations to agency staff. Assist those contacted in the course of duty in an effective, efficient and professional manner.
    - f. Perform related duties as assigned.

## **DEFINITIONS**

None

## **REFERENCES**

State/Federal Regulations:

Florida Department of Transportation Safety Office School Crossing Guard Training  
Florida Statute 316.75

CFA:

CFA Standard 18.11

Forms:

None

Other Policy/ Procedure References:

None